

Official Use Only

Report No: _____

Incident Type: ____

Internal Security Report for Non-Fraudulent Incidents

Date of Incident:		Time of Incident:	
Location of Incident:		DIR Division:	
Reported By:		Telephone Number:	

This report may be sent to ISEC by hand mail, faxed to (334) 353-9228 or by telephone (334) 242-8120. Non-confidential reports may be emailed to priley@dir.state.al.us.

Please check type non-fraud incident you are reporting below:

- ☐ Injuries to employees, customers, claimants, applicants or others
- ☐ Burglary and/or theft of property
- ☐ Disturbance in office, threats of violence
- ☐ Damage to office /equipment
- ☐ Other non-fraud incident(s)

**Details: (Please provide documentation if available: police report, witness statements, etc.)
(Attach additional sheets if necessary.)**

ISEC Conclusions:

Prepared By:_____

Date: _____

Instructions for Form ISEC-1

1. Fill in the date, time, location, DIR division, reported by, and telephone number in the box at the top of the page.
2. Place a check mark in the box beside the type incident you are reporting.
3. Provide written details of the incident and attach documentation if available.
4. Attach additional sheets if needed to fully explain the incident.
5. ISEC-1 reports should be mailed in sealed hand mail envelopes to Director, Internal Security Division. The reports may be faxed to the Internal Security Division at 334-353-9228.

Contact ISEC at (334) 242-8120 for questions concerning the use of this form.

Methods of Reporting Incidents to ISEC:

Incidents may be reported to ISEC by several methods. The most preferable method is to use standard reporting forms ISEC-1 and ISEC-F. The forms are available by calling ISEC at 334-242-8120.

Reports of **internal fraud and/or abuse** should be reported to ISEC on **Form ISEC-F**.

Non-fraudulent reports of injuries to employees, customers, claimants, applicants, burglary, theft of property, disturbance in office, threats of violence, damage to office/equipment, and other non-fraud incident(s) should be reported on **Form ISEC-1**.

Anonymous reports will be reviewed on a case by case basis according to content and actions deemed appropriate for each anonymous report.

Reports of a non-confidential nature may be made by email to priley@dir.state.al.us.

Copies of the ISEC-1 and ISEC-F can be found on the Internal Security Division web page (a part of the DIR Web-site).